

RESOLUTION NO. 10-09

RESOLUTION OF THE TOWN OF ST. LEO TOWN COMMISSION
APPROVING SITE PLAN REVIEW (SPR) NO. 10-C: SAINT LEO UNIVERSITY
SOFTBALL FIELD

WHEREAS, a Planned Unit Development (PUD) application (PUD No. 10-A) was filed by a by Saint Leo University, Inc. to approve a campus master plan (154.29+/- acres) for the University pursuant to the LDC Article XII, Development Review Procedures And Development Standards For General Site Plans and Planned Unit Developments, and

WHEREAS, on June 4, 2010, the Town of St. Leo Town Commission approved PUD No. 10-A; and

WHEREAS, projects listed in the approved PUD No. 10-A, including the Softball Field, will be reviewed pursuant to Section 10.5 General Site Plan Review Procedures and that a final decision on these site plan reviews shall be conducted by the Town Commission at a regularly scheduled Town Commission meeting; and

WHEREAS, a site plan review application (SPR No. 10-C: Softball Field) was filed by Saint Leo University, Inc.; and

WHEREAS, a public meeting was advertised and held on June 4, 2010, before the Town of St. Leo Town Commission, which gave full and complete consideration to the recommendations of the staff and evidence presented at the public meeting.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN OF ST. LEO TOWN COMMISSION:

SECTION A. REQUEST

Saint Leo University is requesting site plan approval for the Softball Field project, which consists of a new softball complex with a press box, team locker room and a grass parking lot with 164 grass parking spaces and 6 paved handicap spaces. The site plan application is contained in Attachment A.

SECTION B. TOWN COMMISSION DECISION

The site plan application (SPR No.10-C) is APPROVED SUBJECT TO the conditions specified in Section D.

SECTION C. FINDINGS AND CONCLUSIONS

The proposed site plan is consistent with the Town of St. Leo Comprehensive Plan and Land Development Code and the Saint Leo University Campus Master Plan (PUD No.10-A) provided the conditions in Section D are met.

SECTION D. CONDITIONS OF APPROVAL

The approval of SPR No. 10-C: Softball Field project is based on the application and site plan submitted by the authorized applicant and the Town's staff report (Attachment A) with the following conditions:

1. The required landscape buffer along the Lake Jovita Golf Course shall be planted by the Applicant and inspected by a Town representative prior to final building inspection of the Softball Field and Parking Lot by the Town's Building Official. No final inspection approval will be issued by the Town's Building Official until these conditions are met.
2. Some replacement trees shown along the western side of the Softball field shall be relocated along the eastern side of the parking lot as in-fill to the existing tree canopy. Tree placement shall be in coordination with the Town's Planning Consultant.
3. The twenty-one (21) replacement Live Oaks and Florida Maples along S.R. 52 are in addition to any required LDC landscape buffer along S.R. 52.
4. All replacement trees shall be at a minimum three (3) inch DBH and ten (10) feet in height at the time of planting.
5. All replacement trees shall be planted by the Applicant and inspected by a Town representative prior to final building inspection of the Softball Field and Parking Lot by the Town's Building Official. No final inspection approval will be issued by the Town's Building Official until these conditions are met.
6. The construction plans submitted for building permits shall provide a copy of the SWFWMD permit and address the fire safety issues outlined in the Mr. Barnett's comments (Appendix B).
7. The University shall demonstrate that the parking lot meets the landscaping requirements of the Land Development Code by providing a letter to the Town of St Leo Planner.
8. Prior to issuance of the building permit for this project all fees owed to the Town of St Leo including fees for review by the fire safety inspector shall be paid by Saint Leo University.

SECTION E. ATTACHMENT A

The following documents are attached to this resolution and incorporated herein by reference:

Staff Report with the following exhibits:

- Site Aerial (Exhibit A)

- Appendix A: Application, Project Narrative and Site Plans (Sheet SP-001 and SP-003)
- Appendix B

SECTION F. TOWN COMMISSION MOTION

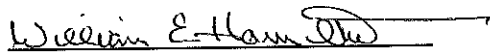
The foregoing resolution was adopted by the St. Leo Town Commission vote as follows:

William E. Hamilton, Mayor
Sister Donna DeWitt
Richard Christmas

DULY PASSED AND ADOPTED this 4th day of June, 2010. This approval is valid for ten (10) years from the date of approval.

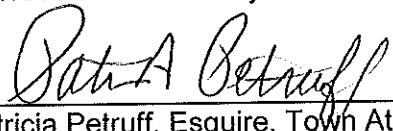
ATTEST: 
JOAN MILLER, CMG, TOWN CLERK

MAYOR, TOWN OF ST. LEO

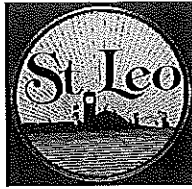


William E. Hamilton

Approved as to form by:


Patricia Petruff, Esquire, Town Attorney

ATTACHMENT A



Town of St. Leo

SITE PLAN REVIEW (SPR) STAFF REPORT
SPR#10-C: Saint Leo University Softball Field
June 4, 2010

Property Owner: Saint Leo University Inc.

Applicant: Same

Representative: Frank Mezzanini

Request: Site Plan Approval for the Softball Field and Parking Lot

Location/Legal Description: Northeastern Quadrant of the Saint Leo University Campus, north of the tennis courts.

Property Appraiser Folio: 06-25-21-0000-00300-0010

Land Use Designation: Institutional

Zoning: Institutional

Site Plan Review Application Overview:

The project is located in the northeastern quadrant of the campus (Exhibit A). It consists of a new softball complex with sports turf grass and a press box with a team locker room below. The project also includes a grass parking lot with 164 grass parking spaces and 6 paved handicap spaces. This lot will help alleviate parking needs on campus by replacing the spaces lost at the new School of Business site and providing spaces for visiting teams for sporting events. The project is also included as part of the Saint Leo University Master Campus Plan PUD (PUD #10-A) that is also under review.

The stadium, built into the natural slope, will accommodate 344 spectators. The stadium press box will be approximately 25 feet in height. A batting practice building is included, which will serve both the softball and baseball programs. This project will include new field lighting using existing poles. The new light fixtures will utilize the latest technology which allows for increased light output from each fixture so that fewer fixtures will be used. This will significantly improve light cut-off design and minimize light spillover to adjacent properties. The PUD plan shows a twenty (20) foot wide landscape buffer without a wall along the Lake Jovita golf course, which is in compliance with the LDC. The softball field is buffered from the Lake Jovita residences to the east by an existing grove of trees.

This project received approval for tree removal on March 8, 2010. This approval required 94 replacement canopy trees. At least thirty-five (35) of the required replacement trees must be located within or adjacent to the general area of the proposed softball field and parking lot. Given the existing tree canopy coverage of the site, the thirty-five (35) replacement trees are required to be planted in clusters to provide for a future tree grove canopy effect. The proposed plan meets this requirement; however, it is recommended

that some of the replacement trees along the western side of the Softball field be relocated along the eastern side of the parking lot as in-fill to the existing tree canopy.

Seventy-three (73) of the required 94 replacement trees are located within the project site. These consist of 27 Florida Maple and 46 Live Oaks. The remaining 21 replacement trees (the plans shows 22 trees: 8 Florida Maples and 14 Live Oaks) will be planted along S.R. 52. All replacement trees are shown on the site plan as being three (3) inch DBH and minimum ten (10) feet in height, which meets LDC requirements.

The existing campus internal circulation pattern related to the Softball Field would utilize the main campus driveway on S.R. 52 for access. It appears that the proposed project will not have an adverse impact on S.R. 52 due to the recently completed main campus entrance improvements which provide both a left turn lane and deceleration lane.

As part of the Saint Leo University Campus Master Plan (PUD#10-A) application, all required open space and dedicated open space has been provided. SWFWMD has approved the Softball Field and Parking Lot. There are adequate on-campus water and wastewater facilities to accommodate the project.

Pursuant to the PUD #10-A approval, the Bowman Hall parking lot must be brought into compliance with LDC parking lot landscape requirements and the tennis court landscape buffer adjacent to the Lake Jovita residences must be brought into compliance with the approved buffer plan prior to the Town's issuance of site plan approval for the Softball Field. Based review of the Bowman Hall parking lot landscape plan, a site inspection conducted on May 26, 2010, and photographic documentation provided by the Applicant, the parking lot landscaping meets LDC requirements. Based on a site inspection conducted on May 26, 2010, the tennis court landscape buffer is in compliance with the buffer plan.

Based on the application and site plan submitted, no variances are required. The site plan submitted for the Softball Field and Parking Lot is consistent with the Saint Leo University Campus Master Plan (PUD#10-A).

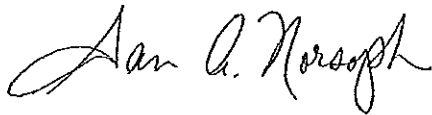
Staff Recommendations:

The staff recommends approval of the Softball Field and Parking Lot based on the application and site plan submitted by the Applicant. The approval is conditioned on the following:

1. The Saint Leo University Campus Master Plan PUD #10-A is approved and subject to any conditions of approval related to the Softball Field project.
2. The required landscape buffer along the Lake Jovita Golf Course shall be planted by the Applicant and inspected by a Town representative prior to final building inspection of the Softball Field and Parking Lot by the Town's Building Official. No final inspection approval will be issued by the Town's Building Official until these conditions are met.
3. Some replacement trees shown along the western side of the Softball field shall be relocated along the eastern side of the parking lot as in-fill to the existing tree canopy. Tree placement shall be in coordination with the Town's Planning Consultant.

4. The twenty-one (21) replacement Live Oaks and Florida Maples along S.R. 52 are in addition to any required LDC landscape buffer along S.R. 52.
5. All replacement trees shall be at a minimum three (3) inch DBH and ten (10) feet in height at the time of planting.
6. All replacement trees shall be planted by the Applicant and inspected by a Town representative prior to final building inspection of the Softball Field and Parking Lot by the Town's Building Official. No final inspection approval will be issued by the Town's Building Official until these conditions are met.
7. The construction plans submitted for building permits shall provide a copy of the SWFWMD permit and address the fire safety issues outlined in the Mr. Barnett's comments (Appendix B).

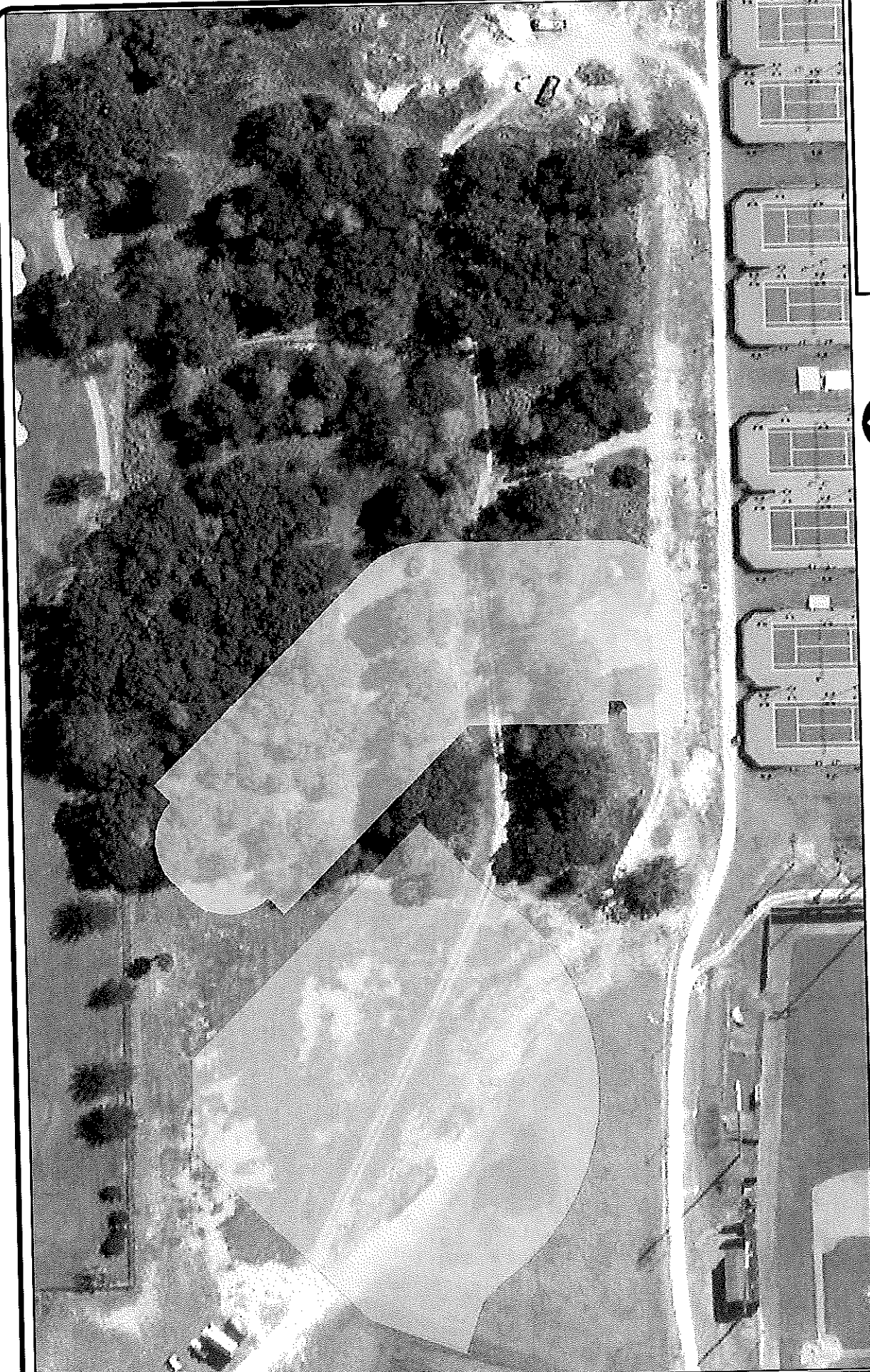
This report has been prepared by:



Jan A. Norsoph, AICP
Engelhardt, Hammer & Associates, Inc.
Town of St. Leo Planning Consultant

Engelhardt, Hammer & Associates reserves the right to update this report upon becoming aware of new or updated information.

EXHIBIT A
AERIAL



- Proposed University Ballfield Area (Approximate)
- Proposed University Ballfield Parking Area (Approximate)



Saint Leo University
Tree Removal Permit Request

ENGELHARDT, HAMMER & ASSOCIATES
Land Planning • GIS • Expert Testimony
 3343 Jachar Plaza Parkway, Suite 220, Tampa, Florida 33613
 Telephone (813) 889-5100, Fax (813) 889-5811

Source: SWFWMD 2009 Aerial
 Proposed parking area prepared from Wilson/Miller Phase 2
 Grading & Drainage Plan

APPENDIX A
Site Plan and Application Submittal Documents



WILSON MILLER
ARCHITECTS
1000 N. 10TH AVE.
SUITE 100
DENVER, CO 80202
TEL: 303.733.1111
WWW.WILSONMILLER.COM

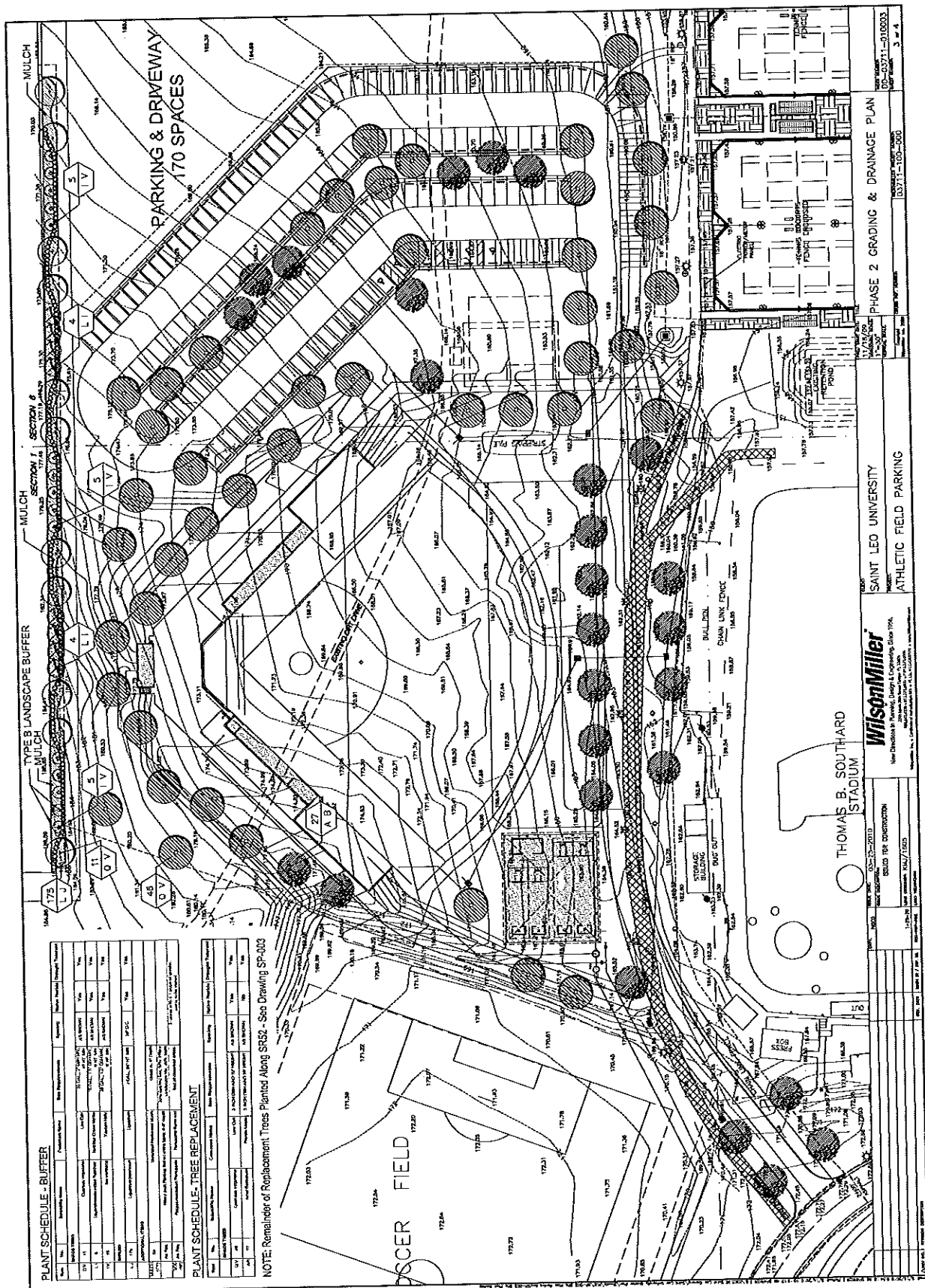
Site Plan Review

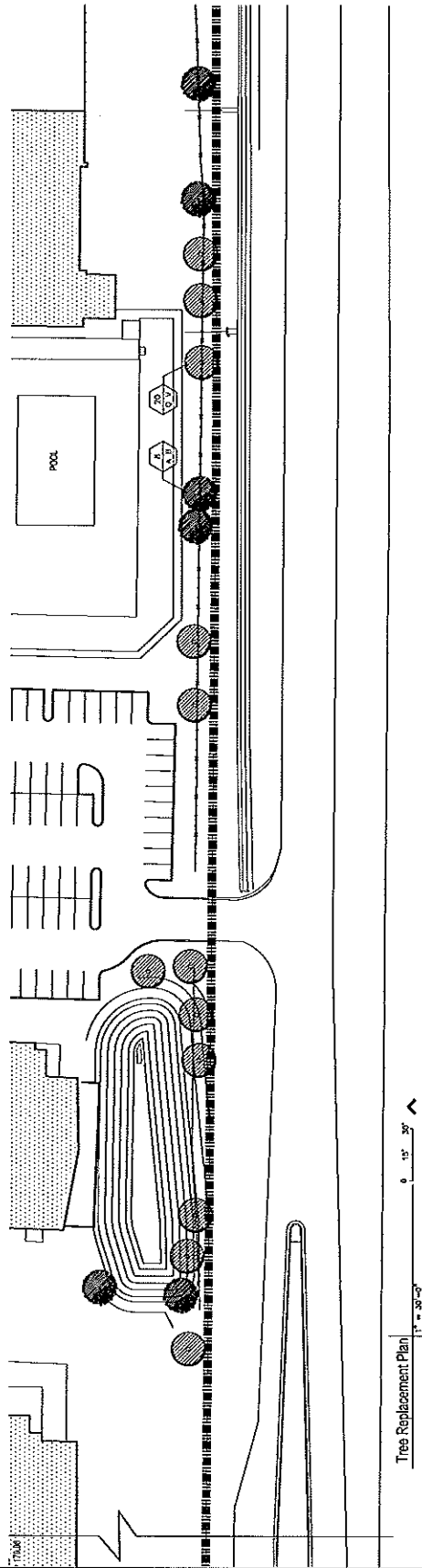
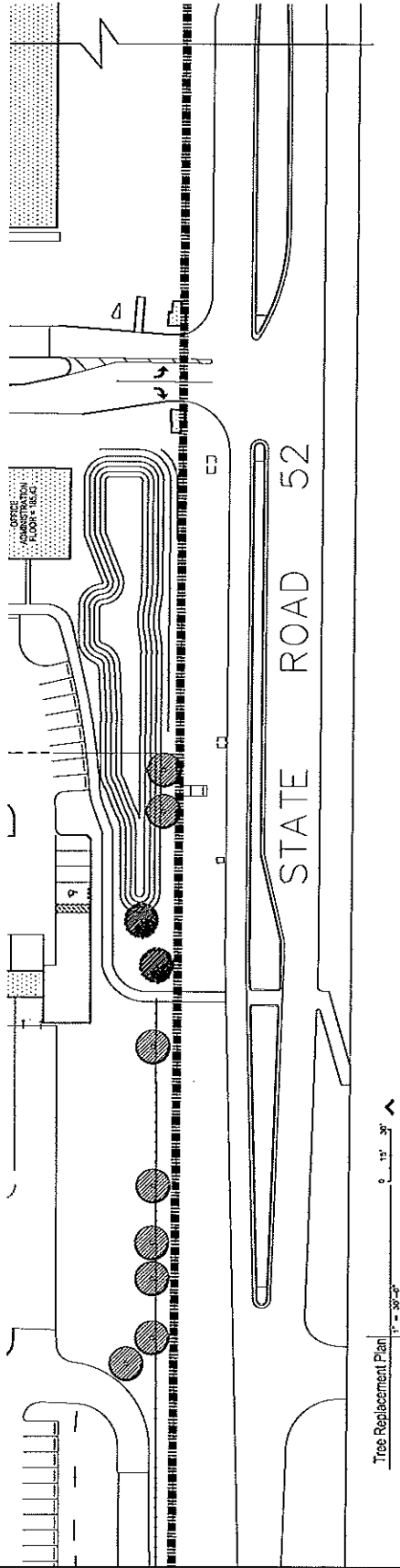
Saint Leo University

1500 N. 10TH AVE.

DATE: 03/11/2013
PROJECT: SAINT LEO UNIVERSITY
DRAWING: PHASE 2 GRADING & DRAINAGE PLAN
SHEET: 0003.00

SP-002





TREE REPLACEMENT MATRIX					
PROJECT	REQUIRED TREES	LOCATION	TYPE(S)	LOCATION	TYPE(S)
School of Business	12 Required	5 On Site	5 Live Oak	7 Along SR 52	7 Live Oak
Softball/Parking	84 Required	73 On Site	27 Florida Maple	21 Along SR 52	8 Florida Maple
			46 Live Oak		14 Live Oak
Total*	106 Required	78 On Site		28 Along SR 52	

PLANT SCHEDULE-TREE REPLACEMENT:					
SYMBOL	CITY	SCIENTIFIC NAME	COMMON NAME	SIZE REQUIRED	LOCATION
QV	20	QUERCUS VIRGINIANA	LIVE OAK	3' DBH 10'-0" HEIGHT	AS SHOWN
AB	8	ACER BARBATUM	FLOIDA MAPLE	3' DBH 10'-0" HEIGHT	NO
					NATIVE FLORIDA
					YES
					DROUGHT TOLERANT
					YES

PLANT SCHEDULE-TREE REPLACEMENT:								
SYMBOL	QTY.	SCIENTIFIC NAME	COMMON NAME	SIZE	REQUIRED	LOCATION	NATIVE FLORIDA	DROUGHT-TOLERANT
QV	20	QUERCUS VIRGINIANA	LIVE OAK	3" DBH 10'-0"	HEIGHT	AS SHOWN	YES	YES
AB	8	ACER BARBATUM	FLORIDA MAPLE	3" DBH 10'-0"	HEIGHT	AS SHOWN	NO	YES



**APPLICATION FOR GENERAL SITE PLAN REVIEW
BY THE ST. LEO TOWN COMMISSION
Saint Leo University New Softball Field and Parking**

NOTE: All applications are to be filled out completely and correctly, and submitted in person (no fax or deliveries) to the Town Clerk. General Site Plan review is typically a staff review. However, if a variance to the LDC is required, then a variance public hearing will be scheduled. It is necessary for the applicant or the applicant's representative to be present at the public hearing meeting. No revisions to the General Site Plan application will be processed later than 14 days prior to the scheduled Town Commission meeting. The Public Hearing will be conducted pursuant to Quasi-Judicial Proceedings.

Note: it is incumbent upon the applicant to submit correct information. Any misleading, deceptive, incomplete or incorrect information may invalidate your approval.

Applicant (Title Holder(s)) Saint Leo University
Address 33701 State Road 52, Saint Leo, Florida Zip 33574 Phone/Fax 352.588.8215/352.588.8211
Representative (Owner Authorization Affidavit is required) Frank Mezzanini, V.P. of Finance
Address 33701 State Road 52, Saint Leo, Florida Zip 33574 Phone/Fax 352.588.8215/352.588.8211
Architect/Engineer Lunz Prebor Fowler Architects
Address 58 Lake Morton Drive Zip 33801-5344 Phone 863.682.1882
When Property Title Obtained 1889
Property Legal Description Refer to previously submitted drawing PUD-1
PIN Number(s) [County] 01-25-20-0000-00100-0010, 01-25-20-0000-00300-0010 (Pasco County)
General Location (Address) 33701 State Road 52, Saint Leo, Florida 33574
Zoning Institutional Land

The applicant, by filing this application agrees he/she will comply with all requirements of the Town of St. Leo Land Development Code (LDC). One copy of the application, narrative and proposed general site plans/building elevations is to be submitted for a determination of application sufficiency with General Site Plan review submittal requirements pursuant to the LDC (see attached). Upon a determination of completeness, two sets the application and proposed general site plans/building elevations are to be submitted. Please note: If trees are proposed to be removed, then a tree survey for all trees over 3" d.b.h. on site may be required if deemed applicable by staff.

NOTE: The applicant will be billed for the actual expenses related to the Town of St. Leo's Planning Consultant and other Town of Leo staff review of the application. This may include, but not be limited to, time spent reviewing the application for completeness, site inspection, preparing a report to the Town Commission, telephone conversations and/or written correspondence to the applicant, attending any meetings with the applicant and attending public hearings. The Town Commission may request an advanced partial payment based on an estimate of the Planning Consultant's fees and expenses.

Signature

Title Holder(s)/Owner(s)

VP Business Saint Leo Univ.



**APPLICATION FOR GENERAL SITE PLAN REVIEW
BY THE ST. LEO TOWN COMMISSION
Saint Leo University New Softball Field and Parking**

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Architect/Engineer Lunz Prebor Fowler Architects
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FEE: The applicant will be billed for the actual expenses related to the Town of St. Leo's Planning Consultant and other Town of Leo staff review of the application. This may include, but not be limited to, time spent reviewing the application for completeness, site inspection, preparing a report to the Town Commission, telephone conversations and/or written correspondence to the applicant, attending any meetings with the applicant and attending public hearings. The Town Commission may request an advanced partial payment based on an estimate of the Planning Consultant's fees and expenses.

Signature _____
Title Holder(s)/Owner(s) _____

REQUEST: (Explain proposal in detail): use additional sheets if necessary

Saint Leo University requests for the Town of Saint Leo to proceed with site plan review with the understanding that the PUD has not yet been approved.

Project Overview: The project consists of a **new softball complex** which will upgrade the University's facilities. The field will have sports turf grass, synthetic clay, and an underground drainage system rivaling professional fields. For the first time the University will have a press box with a team locker room below. The stadium, built into the natural slope will accommodate 344 spectators. A batting practice building is included which will serve both the softball and baseball programs.

This project will include new field lighting using the existing poles. The new light fixtures utilize the latest technology which increases light output from each fixture allowing less fixtures to be used, and significantly improving light cut-off design which minimizes light spillover to adjacent properties.

Refer to accompanying drawings SP-002 for the site plan, and previously submitted PUD-9, 10, and 11 for exterior elevations.

Project Overview: This project will provide 164 paved **parking spaces** as well as 6 handicap spaces. This lot will help alleviate parking needs on campus. It is expected to be especially useful in replacing the spaces lost at the new School of Business site and provide spaces for visiting teams for sporting venues.

The parking area will be connected to an existing campus street with a new paved road.

Refer to accompanying drawings SP-002 for Site Plan, and SP-003 for additional tree replacement locations.

APPENDIX B
Kerry Barnett's Review Letter

Town of St. Leo
34544 SR 52, St. Leo, Florida 33574

**Fire Safety Inspector
Kerry Barnett**

**Bus (352) 588-2622
Cell (813) 778-4981
E-mail: barnettk@townofstleo-fl.gov**

Plan Review #: 10-004
Project: St Leo University Site Plan (SPR 10-C)
Location: Softball Complex
Address of Job: 33741 SR 52
Pages: 2

Architects: Lunz, Prebor, & Fowler
Contact: Daniel Fowler
Telephone: 863-682-1882

May 22, 2010

I have received and reviewed the plans for the Site Plan submitted for the Softball Complex with parking at the St Leo University. Review was completed to ensure life safety was compliant with NFPA codes and standards, State Statutes, County Ordinances and St Leo Land Development Code. The plan submitted contained only grading, drainage and landscaping information and nothing else with regards to utilities, roadways, street markings, etc. Please refer to my comments submitted after the PUD review dated 5/19/2010 for items to be addressed.

It is my understanding that the PUD has to be approved prior to the site plan being approved, further, an approved site plan before a permit can be issued for construction of a project. It was discussed with you via telephone that the item requested would be part of the construction documents; however the construction documents that were submitted did not contain that information. Please submit plans referencing the items noted in the PUD in order to keep this project moving forward without delays. The site plan cannot be approved until the additional information is received and reviewed.

Should anyone have any questions, please do not hesitate to contact the Fire Marshal's office.



KERRY BARNETT, Fire Safety Inspector



June 2, 2010

Mr. Kerry Barnett, Fire Safety Inspector
Town of Saint Leo
34544 State Road 52
Saint Leo, Florida 33574

RE: Saint Leo University
Softball Complex Site Plan Review
Plan Review # 10-004

Dear Mr. Barnett,

This is to follow up with our phone conversation of today as well as your plan review letter of May 22nd to address your comments.

1. We will add to the Civil Drawings the requisite fire hydrants.
2. We will add fire lane pavement markings at the fire hydrant locations to our Site Plan.

We will submit the revised sheets showing the above modifications at the same time we address your forthcoming Building Permit Review comments.

I understand that with this letter you will approve the Site Plan allowing Town Commission Site Plan Review approval this Friday, June 4th.

Sincerely,

A. Daniel Fowler, AIA, LEED AP

ADF/bjb

XC: Frank Mezzanini, Saint Leo University
Michael Gradisher, Saint Leo University
Joan Miller, Town of Saint Leo Town Clerk
Jan Norsoph, Town of Saint Leo Planner
Patricia A. Petruuff, Dye, Deltrich, Petruuff & St. Paul, P.L.
File 0904.05

58 Lake Morton Drive
Lakeland
Florida 33801-5344

PHONE 863.682.1882

FAX 863.687.6346